



COD Processing Update

February 4, 2011

NEWS/UPDATES

- **2011-2012 Pell Grant Payment and Disbursement Schedules Posted On The IFAP Web Site (02/02/11)**

Federal Student Aid has posted [Dear Colleague Letter P-11-01 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This letter provides the Payment and Disbursement Schedules for determining Federal Pell Grant (Pell Grant) awards for the 2011-2012 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2011-2012 Pell Grant awards must be based on the schedules attached to the letter.

For complete information about the 2011-2012 Pell Grant Payment and Disbursement Schedules, refer to [Dear Colleague Letter P-11-01](#).

- **2010-2011 Pell Grant CFL Reduction To NAPD Warning Message (01/27/11)**

At this time, the majority of Federal Pell Grant (Pell Grant) funds for the first payment period of the 2010-2011 Award Year should have been disbursed to students. In general, schools are to submit Pell Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first payment period of the 2010-2011 Award Year should have already been submitted to the COD System for processing.

2010-2011 Pell Grant CFL Reduction to NAPD Warning Message Sent on January 26, 2011

On January 26, 2011, Federal Student Aid sent a message to schools that have a Pell Grant Current Funding Level (CFL) for the 2010-2011 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). The message warns an affected school that its 2010-2011 Pell Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on February 16, 2011. After the reduction, schools that have drawn down funds in G5 but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must either return the funds to the Department of Education for the correct program/award year, or submit additional disbursement records to resolve the balance.

Federal Student Aid sent the January 26, 2011 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGTX11OP. A school that received the warning message should review its internal records and submit all outstanding Pell Grant disbursements for the 2010-2011 Award Year to the COD System as soon as possible but before February 16, 2011.

This same information is posted in [a January 27, Electronic Announcement on the IFAP Web site](#). If you have any questions regarding the 2010-2011 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.

CURRENT ISSUES

GRANTS

There are no issues to report at this time.

DIRECT LOANS

There are no issues to report at this time.



REMINDERS

Impact on COD Processing February 6, 2011 (02/04/11)

Federal Student Aid is planning several system maintenance activities on February 6, 2011. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Note: Other Federal Student Aid Web sites will be unavailable on February 6, 2011 as well. For complete information, refer to the electronic announcement that will be posted on the [Information for Financial Aid Professional \(IFAP\) Web site](#).

Extended COD System Maintenance

From 12:00 A.M. (ET) until 12:00 P.M. (ET) on Sunday, February 6, 2011—

- Users will not be able to submit or retrieve data via the [COD Web site](#).
- An individual will not be able to complete online Direct Loan Entrance Counseling, complete a new Master Promissory Note (MPN) electronically, complete a Direct PLUS Loan Request electronically, endorse a Direct PLUS Loan electronically or view loan correspondence via the [StudentLoans.gov Web site](#).
- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#).
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and

that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System, the StudentLoans.gov Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

COD Computer-Based Training (02/04/11)

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 26, 2010.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

If you have questions or comments about the COD CBT, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com. If you e-mail your question or comment, please include “COD CBT Question/Comment” in the subject line.

Sending Addresses for U.S. Territories and Foreign Countries on the Common Record or the COD Web site (02/04/11)

When submitting student or borrower addresses or address changes to the Common Origination and Disbursement (COD) System, it is important that the



correct tags are used, particularly when the student or borrower address is located in a U.S. Territory or Foreign Country. If these addresses are not submitted correctly, important correspondence from the COD System and the federal loan servicers is delayed or not received.

- When a student or borrower address is located in a U.S. Territory it is considered a domestic address. Do not submit a Country Code.
- When a student or borrower address is located in a Foreign Country, it is treated as a foreign address.

See below for the correct procedures for submitting U.S. Territories and Foreign Country addresses via the Common Record batch submission or COD Web site.

Submitting Addresses for U.S. Territories and Foreign Countries via the Common Record

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories	Included Tags for Foreign Addresses
3.0c or 3.0d	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>	<AddressLine> <City> <StateProvince> (Optional) <PostalCode> (Optional) <CountryCode>

Submitting Addresses for U.S. Territories and Foreign Countries via the COD Web site

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from

the dropdown box in the State/Province field. A school should select the Country field as “Blank”.

A complete list of State Codes (including U.S. Territories), Jurisdictions, and Country Codes are provided in Volume VI, Section 4 of the [2010-2011 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.